

POSITION DESCRIPTION *(Please Read Instructions on the Back)*

2. Reason for Submission <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment</div><div><input checked="" type="checkbox"/> New <input type="checkbox"/> Other</div></div> <small>Explanation (Show any positions replaced)</small>						3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Orlando, FL		5. Duty Station Orlando, FL		1. Agency Position No. 13242	
						7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No		6. OPM Certification No.	
10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)						11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1 - Non-Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input checked="" type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 4 - Special Sensitive		13. Competitive Level Code 0573			
						14. Agency Use							
15. Classified/Graded by		Official Title of Position				Pay Plan	Occupational Code	Grade	Initials	Date			
a. U.S. Office of Personnel Management													
b. Department, Agency or Establishment													
c. Second Level Review													
d. First Level Review		Student Trainee (Contracting and Procurement)				GS	1199	05					
e. Recommended by Supervisor or Initiating Office		Student Trainee (Contracting and Procurement)				GS	1199	05					
16. Organizational Title of Position (If different from official title)						17. Name of Employee (If vacant, specify)							
18. Department, Agency, or Establishment Department of the Army a. First Subdivision PEO STRI, Orlando, FL b. Second Subdivision Contracts Directorate						c. Third Subdivision							
						d. Fourth Subdivision							
						e. Fifth Subdivision							
						Signature of Employee (optional)							
19. Employee review - This is an accurate description of the major duties and responsibilities of my position.													
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.													
a. Typed Name and Title of Immediate Supervisor KIM D. DENVER, Director of Contracts						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)							
Signature _____ Date 15 Nov 04						Signature _____ Date _____							
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.						22. Position Classification Standards Used in Classifying/Grading Position Bus & Ind Student Trainee Series, Hdbk of OCC Groups & Families, Jan 99							
Typed Name and Title of Official Taking Action KIM D. DENVER, Director of Contracts						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.							
Signature _____ Date 15 Nov 04													
23. Position Review		Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date		
a. Employee (optional)													
b. Supervisor													
c. Classifier													
24. Remarks BUS: 7777 Student Career Experience Program (SCEP) Position Position is at full performance level.													
25. Description of Major Duties and Responsibilities (See Attached)													

Position Description

STUDENT TRAINEE (CONTRACTING AND PROCUREMENT)

GS-1199-05

MAJOR DUTIES

Serves as a contract specialist performing developmental assignments involving procurement of supplies or services through formal advertising, applying standardized specifications and under established market conditions. Performs assignments on a rotational basis in all functional areas of the Contracts Directorate.

Student will be required to perform and/or receive instruction to perform the following duties:

1. Reviews requisitions to determine that proper specifications or purchase descriptions are included in solicitation documents, selects clauses to cover special conditions such as inspection and acceptance, marking and packaging, quantity variation, price differential, or transportation costs. Contacts technical personnel to resolve questions of applicability of specifications, classification of terms, or acceptance of substitute items.
2. Evaluates bids or proposals for compliance with specifications or purchase descriptions and applicable clauses. Considers financial responsibility of suppliers by evaluating contract performance on previous contracts. Meets with commercial representatives to discuss procurement needs, quality of items or services, current market prices, or delivery schedules.
3. Performs other assignments of similar difficulty that have been selected with a view to developing advanced skills; e.g., administering formally advertised contracts assigned; monitoring progress of contractors; preparing change orders; participating with higher graded specialists in the procurement of technical items using the formally advertised method where the items are manufactured to special specifications and are complicated by restricted price bidding, special processing, or packing and packaging specifications.
4. Coordinates contracting activities with other Government agencies having interrelated requirements; e.g., obtaining wage rate information from the Department of Labor, requesting audit reports or pre-award surveys from the Defense Contract Audit Agency or Defense Contract Management Command, obtaining clearances from the Small Business Administration, and advertising work to be contracted in the Commerce Business Daily or the Federal Acquisition Computer Network (FACNET).

100%

Performs other duties as assigned.

FACTOR 1, KNOWLEDGE REQUIRED BY THE POSITION, FL 1-5—750 pts

Knowledge of basic procurement and contract functions gained through either a four year curriculum leading to a baccalaureate degree, or equivalent experience, or 24 semester credit hours in the following

business disciplines: Quantitative Methods, Law, Marketing, Contracts or Purchasing, Organization Management, Industrial Management, Business Finance, Economics, and Accounting.

Knowledge and skill to draw conclusions and make recommendations by analyzing facts and conditions, and making comparison of prices, discounts, delivery dates or handling charges.

Knowledge of arithmetic practices used in business (e.g., discounts and warranties) sufficient to compare prices on recurring types of procurements, e.g., standard commercial items.

Knowledge and skill to apply guideline material by reading and interpreting procurement regulations and technical material, and translating the guidance into specific actions, e.g., assisting in the preparing of solicitation documents.

Knowledge of report writing techniques to present factual information clearly, to write procurement memoranda and minutes of meetings, and to draft simple contract provisions and supporting documentation.

FACTOR 2, SUPERVISORY CONTROLS, FL 2-1—25 PTS

Receives assignments from supervisor with detailed instructions on methods and techniques and guidance is available during progress. Work is closely reviewed for compliance with instructions, thoroughness and application of regulations and policies. Has no responsibility for independent recommendations and decisions.

FACTOR 3, GUIDELINES, FL 3-1—25 PTS

Guidelines include procurement regulations, procedural manuals, and established contracting procedures and precedents. Applies standardized clauses and regulations. Supervisor is consulted when unfamiliar situations arise requiring deviation from standard guidelines.

FACTOR 4, COMPLEXITY, FL 4-2—75 PTS

Assignments involve a variety of specific, related tasks designed to instruct the employee in procurement procedures and practices. Decisions involve selecting from standard items where the choice is clear and there are few alternatives. Actions to be taken differ only in source of information other than factual data, all of a nonjudgmental nature.

FACTOR 5, SCOPE AND EFFECT, FL 5-1—25 PTS

The purpose of work is to perform simple contracting tasks. Tasks are selected to familiarize the employee with the principles and practices of contracting. The work product facilitates the work of other contract specialists within the immediate organization in completing contracting actions.

FACTOR 6, PERSONAL CONTACTS, FL 6-1—10 PTS

Personal contacts are with employees within the immediate work unit or related support units.

FACTOR 7, PURPOSE OF CONTACTS, FL 7-1—20 PTS

Contacts are for the purpose of giving, obtaining, or clarifying facts, which may range from easily understood to highly technical information. At this level, contacts typically provide the employee with a general familiarity with the procurement process and procedures. For example, contacts with other members of the procurement team are for the purpose of orientation in the procurement process, e.g., querying a senior employee on the use of a schedule or general provision.

FACTOR 8, PHYSICAL DEMANDS, 8-1—5 PTS

The work is primarily sedentary.

FACTOR 9, WORK ENVIRONMENT, FL 9-1—5 PTS

Work is performed in an office setting.

TOTAL POINTS: 940 PTS

POINT RANGE: 855-1100 = GS-05